

**LUCY ROBBINS WELLES LIBRARY  
BOARD OF TRUSTEES MEETING  
APRIL 13, 2015**

**BOARD MEMBERS IN ATTENDANCE**

Paul Crosswaith, Anna Eddy, Patty Foley, Pauline Kruk, Iris Larsson, Judy Igielski, LeeAnn Manke, Maureen O'Connor Lyons, , Pam Raynock, Diane Stamm, Ellen Vessella

**BOARD MEMBERS ABSENT**

Dennis Doyle, Kris Nasinnyk, Neil Ryan

**STAFF**

Lisa Masten, Library Director  
Gail Whitney, Secretary for the Board

**TOWN COUNCIL LIAISONS**

David Nagel

**TOWN COUNCIL LIAISONS ABSENT**

Clarke Castelle

**FRIENDS ABSENT**

Philip DesJardins

**GUEST**

Steve Silvia

**CALL TO ORDER**

The meeting was called to order by Anna Eddy at 7:00 PM. Anna introduced Steve Silvia. Steve was going to join the Board of Trustees, however he stated that he is unable to accept the appointment. He was very flattered by the offering of the position and he plans on being involved in the Library, however not as a member of the Board of Trustees. He indicated if his plans change in the future he will let the Board know. Anna asked him to stay for the meeting and he gratefully accepted.

**I. ROLL CALL**

**II. PUBLIC PARTICIPATION**

There was no Public Participation.

**III. SECRETARY'S REPORT/COMMUNICATIONS**

Judy commented that Carol Pekrul Miller's mother passed away and asked the Board about making a donation in her memory. **MOTION: Diane Stamm made a motion to make \$100 donation to Masonic Care in memory of Carol Pekrul Miller's mother, Pam Raynock seconded the motion, all were in favor, and the motion passed with a 10-0 vote.** Judy stated that a long time member of the Friends group, Jeff Montgomery, his father passed away and asked about a donation; the Board decided to send a condolence card, but not a donation.

#### **IV. APPROVAL OF MINUTES**

**MOTION:** LeeAnn Manke made a motion to accept the minutes of March 9, 2015, Judy Igielski seconded the motion, and the motion to accept the minutes of March 9, 2015 was unanimously approved with a 10-0 vote.

#### **V. REVIEW OF ANNUAL ACTIVITIES CALENDAR**

Anna reviewed the Annual Activities Calendar for the month of April which includes the 5K Race, collect Trustee sponsorships for the 5K Race: this year Anna, as a former employee of Northeast Utilities has a matching donation available to her; therefore the Trustees team will receive a \$1,000 matched donation. The volunteer breakfast is April 23<sup>rd</sup> at 8:30 AM and staff is asked to dress up as their favorite hero. On April 15<sup>th</sup> from noon to 1:00 PM there will be a rally to save Connecticut Library funding; this will take place at the State Capitol in Hartford as part of Library Legislative Day. Nominating forms will be distributed to the Board of Trustees.

#### **VI. TREASURER'S REPORT**

Iris reported that all bills are paid. She indicated that she would like to continue on the Board of Trustees, but not as the Treasurer, a position she has held for 11 years. She suggested that the Library Board purchase a laptop installed with QuickBooks for the Board's use, along with a locked area for all of the financial records, along with a printer. LeeAnn commented that this was discussed previously that the Board should have a specific area in the Library for their needs such as what Iris is speaking about. Maureen stated that the ByLaws have a provision for an Assistant Treasurer and that maybe it is time to do this. Diane suggested checking with the Town's IT Department which regard to specifics for this laptop.

#### **VII. LIBRARY DIRECTOR'S REPORT**

Lisa reiterated Anna's comments about the rally scheduled for Wednesday April 15<sup>th</sup> from noon to 1:00 PM at the State Capitol regarding the cuts to ConnectiCard use, borrowing from any library, cutting the consortium's buying power, the high speed internet service through the Connecticut Education Network; this internet service if cut would cost the Library \$12,000 per year to get for themselves. The specific Legislative Bill is number 942 which eliminates all statutes and grants to public libraries.

Lisa reported on the interview process for the Children's Librarian position. There were 74 applicants and the first round of interviews has taken place. Pat Pierce suggested taking the top candidates from the first round and asking them to participate in story time to see how they interact with the children. The second round will take place next week.

The RFID tagging is really moving along; the volunteers working on this have been wonderful. Electrical wiring will take place next week for the RFID checkouts; outlets needed to be added.

There will be new computers for public use installed by the end of the month; these computers will have Windows 7 and Office 2013.

Security cameras have been installed in seven different locations in the Library.

Town employees from Newington and four other surrounding towns are taking part in a walking competition. There are 45 Town employees involved. The top 10 walkers from each town will compete. This healthy walking initiative is through the Central Connecticut State Health District.

Upcoming programs include two showings of the movie The Theory of Everything, Get To Know Your iPhone, Downton Abbey, Pinterest 101 on April 30<sup>th</sup>, and a children's program featuring Samantha, the American Girl. All programs are free to the public.

## **VIII. ASSISTANT LIBRARY DIRECTOR'S REPORT**

Karen was not in attendance.

## **IX. FRIENDS OF THE LIBRARY**

### **1. Phil DesJardins Report**

Phil DesJardins was not in attendance.

### **2. Board Liaison Report**

Judy attended the Friends' March meeting. The Book Sale is scheduled for May 1, 2, and 3, 2015. On Sunday, May 3<sup>rd</sup> from 3:15 to 4:00 PM groups from senior living facilities will be invited to come in and take books. The Friends are holding a raffle to win a quilt as the first prize, second prize is a Samsung Tablet, and third prize is a gift certificate to Outback Restaurant. The Friends Annual Meeting is June 10<sup>th</sup> at 6:30 PM.

## **X. COMMITTEE REPORTS**

### **A. PEP (Planning, Evaluation, Policy)**

Kris was not in attendance. Judy reported that the corporate position offered to Steve Silvia was not accepted, therefore another candidate will be sought. The Board of Trustees received the Library Director's evaluation form and is asked to complete this form and return it at the May meeting. The PEP Committee has a rough draft of the handbook with information on code of conduct, code of ethics, and conflicts of interest statements.

### **B. Investment Committee**

#### **1. Proposed Meeting on April 23, 2015**

Neil was not in attendance, but has scheduled a meeting for April 23, 2015 with the financial advisor.

### **C. House Committee**

Diane had no report.

### **D. Facility and Site**

1. April 21 – Town Council meeting – agenda item to appoint the Library Building Committee

Maureen commented that on April 21<sup>st</sup> at the Town Council meeting, the Town Council will give charge to form a Library Building Committee; this is a separate committee from the Town Hall Renovation Committee.

E. Fund Development/Legacy Society

Pauline had no report.

F. Budget

1. Budget Update

Patty was not in attendance. The Library is waiting to see what the final budget will be. The Library did make \$7,000 in cuts in a couple of areas, including the materials budget. There will have to be some reallocating of monies to different areas.

G. Technology

Paul had no report.

H. Nominating Committee

Maureen reported that the Library's Annual Meeting is held in September. She distributed forms asking Board of Trustee members to indicate what committees they would like to chair or serve on. Corporate members should indicate what officer position they would like to hold (president, vice-president, secretary, treasurer). The Board of Trustees was asked to return these forms by the May meeting. Maureen, Dennis, and Anna serve on the Nominating Committee.

I. Communications Committee

The Committee has not met, however letters continue to be written and sent to area media.

**XI. OLD BUSINESS**

A. Receiving Donations Electronically

Patty was not in attendance, so this agenda item was tabled until the May meeting.

**XII. NEW BUSINESS**

A. National Library Week – Volunteer Breakfast on April 23 at 8:30 AM

As stated earlier, the Volunteer Breakfast is scheduled for April 23<sup>rd</sup> at 8:30 AM.

B. Staff Appreciation Event

Anna commented that the past couple of events have been held at a place where dinner is served and a tour of a facility has taken place. She suggested going out to dinner at a place such as The Pond House and giving a favor to staff members.

Lisa commented that the Children's Department would like to hold a craft fair where children make crafts and sell crafts and keep the money. The Board liked this idea.

The Connecticut Library Association's Annual Meeting is April 27<sup>th</sup> and 28<sup>th</sup> in Mystic. Some Library staff will be attending. If any Board of Trustee would like to attend, please let Lisa know.

LeeAnn stated that the Newington Education Foundation holds a spelling bee each year for 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> graders and wondered if the Library would like to be a co-sponsor for this event; there would be no funding required, only volunteers.

### **XIII. PUBLIC PARTICIPATION**

David Nagel commented that the Town Council will complete the budget process on April 21<sup>st</sup>, and will also discuss the appointment of the Library Building Committee.

Steve Silvia commented that his background includes event planning and he would love to be able to do a fundraiser on behalf of the Library. He suggested maybe dinner and a movie.

### **XIV. ADJOURNMENT**

**MOTION: Maureen O'Connor Lyons made a motion to adjourn, Iris Larsson seconded the motion, all were in favor, and the motion to adjourn was passed unanimously with a 10-0 vote at 8:37 PM.**

The next Board of Trustees meeting is scheduled for Monday, May 11, 2015 at 7:00 PM.